






Grievance - Delete**PA30**

- Purpose** Use this procedure to delete a grievance record.
- Trigger** Perform this procedure when deleting a grievance that was created in error.
- Prerequisites**
- The grievance already exists.
- End User Roles** In order to perform this transaction you must be assigned the following role:
- Decentralized Grievance Administrator










Change History	
Date	Change Description
1/3/2010	New procedure created.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	 Once the record is deleted, you will not be able to 'undo' this transaction.  Do not save or green check your entries as you go through each tab in the infotype. Instead, enter all the data available on all tabs and save when complete. This will avoid any HRMS errors and prevent you from having to rekey data. <ul style="list-style-type: none"> • Grievances must be entered for the previous month by the 10 of the following month. The Labor Relations Office (LRO) will access the information, compile data, and run reports thereafter.  If you hit the  (Save) button before the grievance is complete, the incomplete required fields will be grayed out. You will need to click  (Back) and rekey the information.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

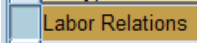

2. Complete the following fields:

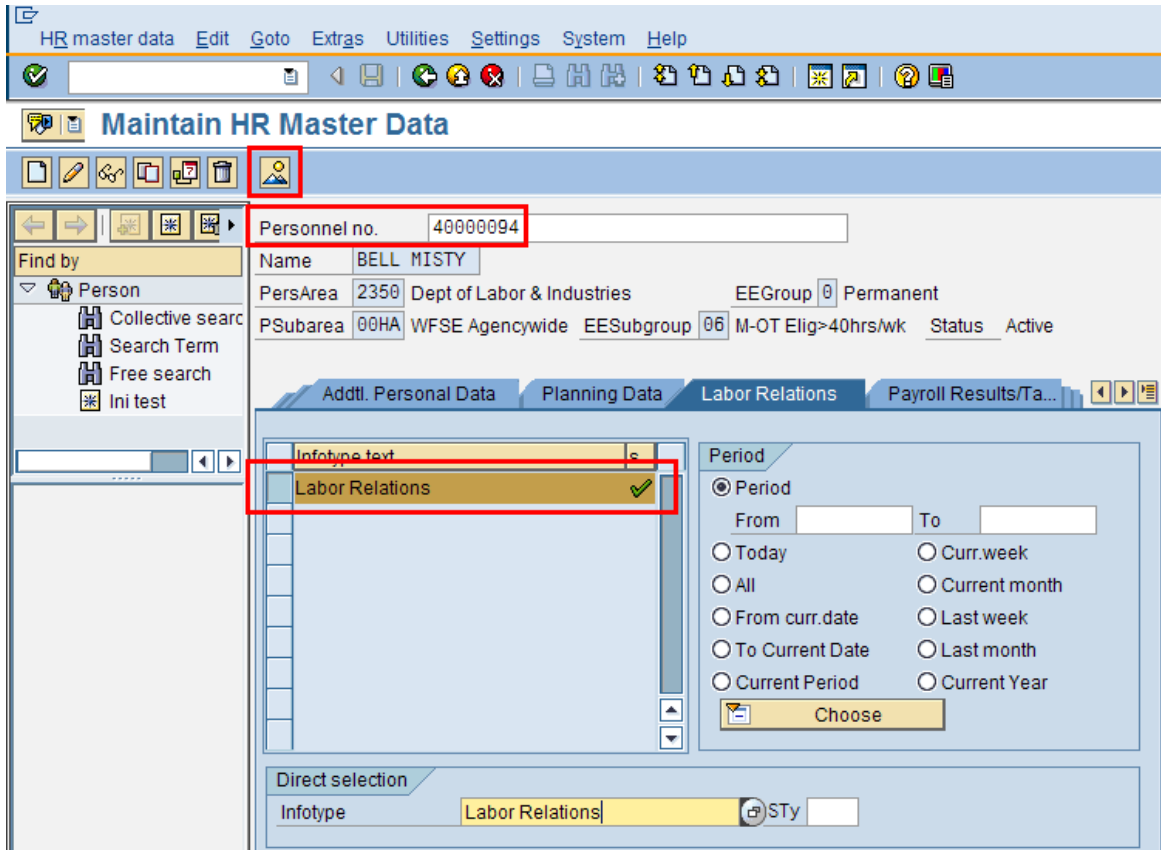
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000094

3. Click  (Enter) to validate the information.
4. Click the **Labor Relations** tab to select.



You will need to scroll to the right to select the tab.

5. Click to box to the left of  to select.
6. Click  (Overview) for an overview of all grievance activity in the *Labor Relations* (9102) infotype.



7. Select the record you would like to delete by clicking blue box to the left of the record.

Infotype Edit Goto Extras System Help

List Labor Relations

Personnel No. 40000094 Name BELL MISTY

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Choose 01/01/1800 To 12/31/9999 STY.

Start Date	End Date	G	DI	Di	Ad	Ad	Ad	Ad	Ad	Gov Number	GEnti	Grp Gov No
12/01/2010	12/31/9999	01	02	10						Bell-06/16/2010		
06/16/2010	12/31/9999	01	02	10						Bell-06/16/2010		

8.



Click (Delete) to delete the selected record. This will take you into the record you wish to delete.

Infotype Edit Goto Extras System Help

Delete Labor Relations

Personnel No. 40000094 Name BELL MISTY

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 12/01/2010 To 12/31/9999 Chngd 12/06/2010 JANETP

Grievance Info Tracking Contacts Article Info 1 Article Info 2 Article I...

Subtype 01 Issue Date Filed 06/16/2010

Discipline Type 02 Written Reprimand Grievance Number Bell-06/16/2010

Discipline Reason 10 Inappropriate Behav

Add.Discpl Reasons

⇒ Discpl Reasons

☐ Group Grievance

Entire BU Griev.

Other Incorp Griev

⇒ Griev #s

Group Griev Pers #s 0

⇒ Pers #s

Responder 40000124 DOE 40000124 JOHN

Orig Agency 2350 Dept of Labor & ...

Orig Pers Area 2350 Dept of Labor & ...

Orig BU 00HA WFSE Agencyw...

Other Griev Num

Cost 0.00

9.



Click (Delete) once again to confirm. You will be taken back to the List Labor Relations (Overview) screen.

10. You have completed this transaction.

Results
You have successfully deleted a grievance record in HRMS.